

JOB TITLE: Branch Librarian

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DEPARTMENT: Library, Rutherford County

JOB SUMMARY: This position is responsible for planning, coordinating, and directing the activities of the Mountain Branch Library.

MAJOR DUTIES:

- o Recommends books and authors to patrons; locates specific items for patrons.
- o Recruits, trains, and supervises library volunteers.
- o Organizes fundraising activities for the library.
- o Reserves library meeting rooms for outside organizations.
- o Makes presentations to school and civic groups.
- o Meets with treasurer on weekly basis.
- o Updates computers and software; coordinates with technical staff concerning hardware problems.
- o Presents children's storytime.
- o Creates statistical reports of library activities.
- o Processes overdue notices and fine collection.
- o Maintains book and periodical catalogs.
- o Removes old or unused books from shelves; shelves books; orders new and replacement books.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of library science and administration.
- o Knowledge of county and library policies and procedures.
- o Knowledge of managerial and supervisory principles and practices.
- o Knowledge of financial management.

- o Knowledge of personnel management.
- o Knowledge of library technical resources, including on-line databases, Internet, and library automation systems and products.
- o Skill in management and supervision.
- o Skill in planning and implementing programs and services.
- o Skill in the use of a variety of software.
- o Skill in the use of office and audiovisual equipment, including a scanner, copier, facsimile machine, calculator, and computer presentation projector.
- o Skill in interpersonal and public relations.
- o Skill in report preparation and presentation.
- o Skill in oral and written communication.

SUPERVISORY CONTROLS: The County Library Director assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES: Guidelines include relevant county ordinances, library policies and procedures, *Guidelines for North Carolina Public Libraries*, *American Library Association* guidelines, computer and equipment manuals, and relevant state and federal laws, rules, and regulations. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY: The work consists of related duties in planning, directing, managing, and supervising the operation of the Mountain Branch Library.

SCOPE AND EFFECT: The purpose of this position is to coordinate and direct the operations of the Mountain Branch Library. Successful performance in this position assures the effective and efficient operation of the library.

PERSONAL CONTACTS: Contacts are typically with co-workers, administrators of other libraries, library board members, library support organizations, other county employees, volunteers, media representatives, vendors, service representatives, and the general public.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information, resolve problems, provide services, motivate personnel, and promote library services.

PHYSICAL DEMANDS: The work is typically performed while sitting, standing, stooping, walking, bending, or crouching. The employee frequently lifts light and heavy objects and climbs ladders.

WORK ENVIRONMENT: The work is typically performed in an office, library, or computer room.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: This position has direct supervision over Library Assistant II (1).

MINIMUM QUALIFICATIONS:

- o Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- o Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years experience or service.
- o Possession of or ability to readily obtain a valid driver's license issued by the State of North Carolina for the type of vehicle or equipment operated.